



## Application for access to documents

Freedom of Information Act 1992 (FOI Act) -Sections 12 and 46

### Part 1. Details of applicant

<b>Applicant</b>	
<b>Name of Organisation/Business</b>	
<b>Acting on behalf of</b> [Please attach an authority letter]	
<b>Postal Address</b>	
<b>Contact Number</b>	
<b>Email</b>	
<b>Your Reference</b>	

### Part 2. Details of Request

- Access to non-personal information (\$30 application fee required – see Part 3 Important Information – includes definition of non-personal information)
- Access to my personal information       Amend my personal information

<b>Describe the document(s) you wish to access or information you wish to amend i.e. subject matter, project name, location, or other details that would assist to identify the document(s) or information.</b>	
<b>Date/s or date range of document/s requested.</b>	

The FOI Act requires the Department of Water and Environmental Regulation (DWER) to consult with all related third party individuals and companies, as well as all agency officers, if they are mentioned on the documents being considered for release.

Therefore, by deleting personal information, company information, or prescribed details of DWER officers, such as names, position titles, contact details and signatures, means that DWER may not be required to consult with those third parties or officers. This will assist in the application being finalised in a shorter time-frame and reduce the possibility of incurring further charges [see Part 3].

Delete any 'personal information' relating to third parties. A third party also includes officers from other Government agencies.  Yes  No

Delete any identifying details relating to a third party business or company.  Yes  No

Delete any 'prescribed details' of DWER officers from the requested documents.  Yes  No

#### Exceptions

(If you have selected 'Yes' to any of the above, but do not want specific individuals or companies deleted from the documents, include them here.

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### Part 3. Important Information

There is no application fee for an application to access personal information or amendment of personal information.

The application fee for a non-personal application is \$30.00. An application to access non-personal information means a request to access documents that contain personal information of third parties and/or their business.

Please note that a charge may be incurred for processing the application. If charges apply, you will be sent an 'Estimate of Charges' as soon as possible.

The following are examples of charges that may apply, in accordance with the *FOI Regulations 1993* (Schedule 1):

\$30.00 per hour, or *pro rata* for part of an hour for time taken by staff to deal with the application;

\$30.00 per hour, or *pro rata* for part of an hour for time taken to photocopy documents;

and

.20 cents per photocopy

Please visit [www.dwer.wa.gov.au/about-us/legislation/freedom-of-information](http://www.dwer.wa.gov.au/about-us/legislation/freedom-of-information) for more information on FOI, including our Information Statement, which outlines the type of documents available through FOI or publicly available free of charge.

Enquiries can be emailed to [foi@dwer.wa.gov.au](mailto:foi@dwer.wa.gov.au) or you may wish to contact the FOI Coordinator directly on +61 8 6364 6596 to discuss your application.

#### Part 4. BPoint Payment

Payment by credit card is made on-line at <https://dwer.wa.gov.au/make-a-payment>.

FOI Biller Code: 1222348.

Include the electronic receipt number here: \_\_\_\_\_

#### Part 5. Payment by Cheque or Money Order

A Cheque or Money Order is payable to Department of Water and Environmental Regulation and should be attached and mailed with your completed application form.

#### Part 6. Lodgement

Address your application to:

FOI Coordinator  
Department of Water and Environmental Regulation

By Email:

[foi@dwer.wa.gov.au](mailto:foi@dwer.wa.gov.au)

By Mail:

Locked Bag 10  
JOONDALUP DC 6919

In Person:

Prime House  
8 Davidson Terrace  
JOONDALUP WA 6027

#### Part 7. Contaminated Sites

Please note that certain information on contaminated sites can be accessed under the *Contaminated Sites Act 2003* and is not available through FOI.

Search the Contaminated Sites Database at [www.dwer.wa.gov.au/contaminatedsites](http://www.dwer.wa.gov.au/contaminatedsites) for information on sites classified:

- Contaminated – Remediation Required
- Contaminated – Restricted Use
- Remediated for Restricted Use

Information on all other reported sites, including those awaiting classification, is recorded on the Reported Sites Register.

If you require a Basic Summary of Records or Detailed Summary of Records, refer to [www.dwer.wa.gov.au/contaminatedsites](http://www.dwer.wa.gov.au/contaminatedsites), as this information is not available under the FOI Act.